

Approved For Release 2002/05/02 : CIA-RDP78-04718A001100100007-3

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LOGISTICS OFFICE

PROGRAMMED OBJECTIVES, FISCAL YEAR 1954

I. Executive Direction and Administrative Support for Logistics Operations

1. Establish clear staff and functional responsibilities on budget matters between the major operating components of the Agency, Logistics Office, and the Comptroller's Office to insure effective coordination in budget planning and administration.
2. Develop procedures to implement the policies of the Career Service Board.
  - a. Establish and maintain a current roster of logistics personnel throughout the Agency.
  - b. Develop a planned personnel rotation program designed to supply trained logistics personnel when and where needed.
  - c. Develop qualification standards for recruitment and promotion of logistics personnel.
  - d. Develop position standards and grade levels for logistics positions as the basis for recruitment, training, and placement of logistics personnel.
3. Continue review and alignment of office objectives for establishment of an operation based on a performance yardstick.
4. Develop and implement, in conjunction with the Comptroller, a revolving stock fund account for use in the procurement of materiel and equipment.
5. Establish and maintain detailed allotment account ledgers for unvouchered funds allotted to the Logistics Office.
6. Implement a work program within the Administrative Staff:
  - a. Revise personnel reporting to reduce time required and increase value of reports.
  - b. Decentralize administration of pay, leave, time and attendance.
  - c. Integrate Personnel and Career Service programs for Logistics Office and career designated Logistics Office personnel.
  - d. Survey of Overseas Availability--cards and memorandum are being printed and will be distributed to overseas LO career designated employees through DD/P-Admin.

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- e. Implement Logistics Office Career Service Board's "Statement of Policy, Objectives, and Functions".
- f. Assume responsibility from Administrative Staff, Logistics Office for welfare program.
- 7. Conduct records surveys and establish records control and disposal schedules to provide for orderly retirement and disposal of records.
- 8. Complete review of the organization, functions and staffing of all Logistics Office organizational elements.

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II. Coordinating Agency Logistical Problems, Logistical Support Planning, and the Computations and Development of Materiel Requirements in Support of Operations

1. Reallocate materiel world-wide to meet operational requirements from the viewpoint of strength concepts.
2. Develop realistic supply levels for projected programs.
3. Develop standard T/O & E's in collaboration with , DD/P.
4. Complete development of the logistical and operational planning manual.
5. Initiate post D-Day planning in terms of logistics standard operating procedures, emergency headquarters, and defense relations.
6. Compile, analyze and maintain current and adequate statistical data necessary for complete logistical planning and support.
7. Development of a logistical periodic report for executive review.

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III. Procurement of Equipment, Supplies, and Contractual Services

1. Establish pool of potential sources of supply and their financial and productive reliability.
2. Complete indoctrination of the requisitioning activity.
  - a. Secure accurate specifications, classification and degree [ ]
  - b. Establish realistic delivery dates.
3. Establish and implement the procurement portion of a world-wide logistical system.
4. Technical inspection of [ ] procurement activities.
5. Technical inspection of overseas procurement activities.
6. Establish field procurement branch (to include implementation of the above two objectives and review field procurement requests for procurement authority).
7. Develop statistical data for establishing policy with regard to the most efficient utilization of commercial or Government sources of supply.
8. Develop procedure for handling overt and covert patent royalty problems with the U. S. Patent Office and Agency Technical Division.
9. Establish [ ] procurement enterprise to replace present [ ] services, and by increased procurement volume achieve lower costs as well as decentralized [ ] purchases.
10. Reduce legal expenses of [ ] so as to justify retaining it as a procurement channel.

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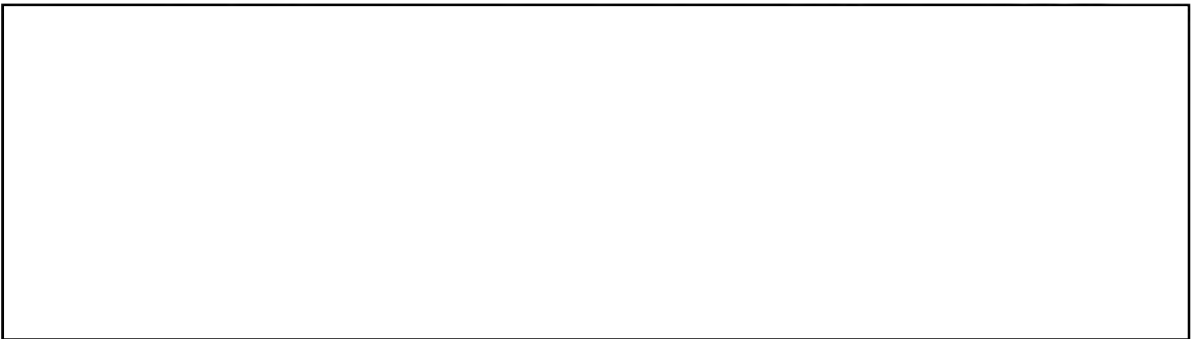
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IV. Support of Real Estate and Construction Programs and Functions

1. Continuous implementation of the Field Inspection Program.
2. Architectural and engineering planning and supervision of the construction of the following projects:

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V. Storage, Distribution, Control, Accounting for, Surveillance, Rehabilitation and Disposal of Agency Supplies and Equipment

1. Analyze the requirements of the requisitioning activity based upon ultimate distribution of the materiel.
2. Supervise the world-wide inventory program and initiate controls to keep inventory current.
3. Expand the inspection and maintenance functions to insure proper stock surveillance.
4. Establish and implement the supply portion of the world-wide logistical system.
5. Establish a periodic world-wide stock balance and consumption report.
6. Implement existing property accountability and property accounting criteria on a world-wide basis.
7. Revision and expansion of the Agency Supply Catalog.
8. Establish a "Special Accounts Section" to maintain records of and accountability for material held by field stations not maintaining accountability and headquarters controlled projects.
- 25X1A 9. Develop a revised organization chart with functional statements

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VI. Traffic Management and Transportation Services to Support the Movement of Personnel and Things for this Agency

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1.

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2. Preparation of necessary regulations for the control of transportation of things and travel.

3. Determination of feasibility of using commercial carriers to a greater extent for the shipment of general cargo

4. Determination of the responsibilities of the Transportation Division in connection with claims for loss or damage to personal property while in transit.

5. A study to determine the reports and records required in the Transportation Division to properly discharge staff responsibilities of the Transportation Division in connection with the operation, management and maintenance of administrative vehicles.

6. Development of procedures for furnishing improved motor vehicular support at Agency Headquarters.

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7.

8. Review Transportation Division Organization and Functions and submission of changes considered appropriate.

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9. Development of proposed procedures to cover the flow of documents in connection with Letter Order purchases and shipment

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